

## INFORMATIONAL MEMORANDUM

### Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: David Puki, Tukwila Pool Advisory Committee Chair

DATE: October 13, 2014

SUBJECT: TPAC Committee Chair's Report

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#### **ISSUE**

Summary of the October meeting held at TCC

#### **FINANCIAL IMPACT**

N/A

#### **BACKGROUND**

Meeting date October 4<sup>th</sup>, 2014

#### **DISCUSSION**

- 1) Each subcommittee member presented an activity report to the committee and attendees. A question and answer period followed each report. For a more detailed account please see the October 4<sup>th</sup> draft meeting minutes.
- 2) TPAC members discussed continued declining revenues and patron uncertainty during this transition period. Ideas were gathered to help promote a smooth transition of operations. One idea to provide an information table at the Pool Birthday Party event scheduled for Saturday the 18<sup>th</sup> gathered broad committee support. The committee decided to seek Board approval to provide volunteers for an information table at the special meeting held October 9<sup>th</sup>. The Board approved our request. Other ideas brought forth were adopting a slogan, advertizing, monthly special events, using Facebook and Mailchimp for e-blasts and a city employee appreciation party in December. All members welcome the opportunity to assist the new Aquatics Manager with marketing and promotions in the near future.
- 3) Our ED informed us that the Board would be holding a special meeting on October 9<sup>th</sup> to discuss and possibly take action on issues regarding IT, the Aquatics Managers position and ED contract. Jennafer also said the Board planned to have an Executive Session also.

#### **TPAC RECOMMENDATIONS**

None for the month of October.



Tukwila Pool Advisory Committee

October 4, 2014

“Draft” Minutes

Tukwila Community Center Meeting Room Arts “B”

Call to Order: 8:11 Dave Puki

ATTENDANCE:

TPAC MEMBERS: Vanessa Zaputil, Dave Puki, Jeri Frangello-Anderson, Kay Mulliner, Kim McCoy

TP MPD: President De’Sean Quinn (filling in for TMPD Clerk Kate Kruller)

TP MPD Executive Director: Jennafer Price-Cargill

GUEST: Diane Myers, Ellen Gengler, Jacque Carroll

Approval of September 6, 2014 Minutes: Vanessa made motion to accept minutes as presented, Kim seconded.

Business Item 1: Discussion of progress on transition to self-operation. Subcommittee activity reports and question and answer period for each subcommittee member:

Logistics: Dave Puki – Logistics committee meeting once a week and planning every week on Thursday’s at Jennafer Price-Cargill’s house. Next meeting October 8<sup>th</sup> at 6:30pm. Dave indicated that the Logistics’ committee has decided to adopt the William Shore Policies and are going through each item one by one. Conversion and edits are being made to tailor to the Tukwila MPD. Currently the Logistics committee has gone through the 300 and 400 sections. Dave indicated that the plan is to continue existing contracts with current service providers and looking closely at which providers are necessary to keep the transition seamless. Current list of pool contractors was just received by Jennafer. Stephanie is putting together the current parks policies to give to the Logistics committee.

IT Committee: Kim McCoy , Allan Ekberg, Kate Kruller Jennafer Price-Cargill, Ellen Gengler

Kim indicated that the IT Committee met last Sunday at Jennafer’s . Objectives, Prioritize and select contract/facilitate technology service processes and devices. Need to settle on final POS system, current system CLASS will no longer be supported after 2017. Looking at alternatives, Ellen has presented some options. Looking at options of server based or Cloud based system. One system that has been presented and investigated is REC Pro, which is server based. All the systems that are being explored will support on-line registration. Security with any system is key to protect patrons. City will be

removing hardware, but cabling to stay. Current phone system is VOIP Mitel, exploring other alternatives Comcast which can handle up to 23 phones, Integra and Century Link. Current schedule is for selection of research, selection and acquisitions of SOS.

October: IT Contractor, telecommunications and POS selection.

November: Records transfer, storage, setting up new devices

December: SOA Contracts, POS, up and running records transfer and training of staff to go live end of December.

Hiring Committee: Currently the EDC is working on an offer for Dave Perkins.

Budget and Finance Sub-Committee: Vanessa Zaputil – Working on presenting a transitional budget to the board. Treasurer recommendation. King County looks to be a good deal, with no charge. King County also does offer Investment Pool Management for a small fee. CPA and Bookkeeper still needed for tax filing. Currently the Committee is looking into all options that are available. Ellen presented information in regards to a 501C option. Currently working on a rough of the 2015 budget, this looks more like a line item budget. Ellen indicated that each committee seems to pivot around each other. Budget committee meets weekly at City Hall.

Business Item 2: Discussion on marketing pool events during transition to reduce loss and provide transition information to pool patrons: Need to increase revenues, there has been some uncertainty with the patrons about the transition the pool is going through. Where are we losing revenues? Lessons were down by half in August. Budget for 2013 we brought in \$237,000, 2014 was budget at a low figure of \$240,000, at current rate of revenue would only be at \$200,000 for 2014. What is the message is the MPD wants to send out to the community. Dave suggested a slogan “New Beginnings”. FAQ handout for patrons to answer the common questions that are being asked. TPAC made recommendation to offer help with a table at the Pool Birthday party on October 18<sup>th</sup> to answer questions patrons have regarding the transition and provide answers. De’Sean indicated that he would pass the information on to the board to have TPAC man the table. Vanessa to email De’Sean with the FAQ information to be presented. December it would be great to put an article in the Tukwila Reporter regarding the pool transition. Vanessa asked about when looking at new IT solutions, email blasts would be very helpful, Kim also noted that looking at systems that can support text messaging also. Poster or banner in the lobby or pool was also suggested to help put out information to patrons. Future events to have a meet the staff at grand re-opening and it was strongly recommended that doing an event for appreciation for the current staff.

Business Item 3: Executive Director Update – Special meeting is being put together for October 9<sup>th</sup> location to be determined at 6:30 to take action for Aquatics Manager, IT Related Issues and an Executive Session for a couple of items. Ellen asked if there was anything needed from the Finance and

Budget Committee to be able to present the offer to the Dave Perkins. Kim indicated that he was presenting to the board to be an independent IT Contractor for the pool. Dave indicated that there would not be a conflict of interest with him continuing with TPAC.

Vanessa made motion to adjourn, Jeri seconded.

Next meeting November 1, 2014



Tukwila Pool Advisory Committee

September 6, 2014

Minutes

Tukwila Community Center

Call to Order: 8:11 am Dave Puki

ATTENDANCE: TPAC Members: Jeri Frangello-Anderson, Vanessa Zaputil, Dave Puki

TPMPD Clerk: Kate Kruller

TPMPD Executive Director: Jennafer Price-Cargill

GUEST: Diane Myers

Approval of August 2, 2014 Minutes: Vanessa made motion to accept minutes as presented, Jeri seconded. Unanimous vote

BUSINESS ITEM 1: Community/public pools marketing discussion continuation. Capture any lessons learned from first community/pool event: Presentation was made to the board at the August MPD meeting and very well received. Biggest challenge was determining crowd attendance. Follow up with Parks Department for what their opinion was regarding the event and if they would like to see a continuation of this event in the future. Consistency is key, need to continue at least 3 years to see results. Early planning would also help with organization for volunteers from different organizations and sponsorship opportunities. Jennafer indicated that as we go through this transition more community events will be key in the future. Marketing in the future for upcoming events would be key to get the word out like eblasts to members, signage, staff involvement. Continue marketing events at the pool for 2015, possibly once a quarter. Jennafer indicated that with the transition she would love to see TPAC be very involved with helping the new Aquatics Manager with marketing. TPAC to add a 15 minute marketing agenda item to each TPAC meeting.

BUSINESS ITEM 2: MPD Operations transition subcommittee reports and discussion what's next moving forward:

Logistics Committee: Dave Puki .

Dave indicated that there is a lot to accomplish. Verna had provided a policy matrix showing what Tukwila currently has, William Shore Policies and Des Moines Policies to be able to work with as a guideline. Task list was provided to include Finance, Human Resources, Pool Operations, Legal and IT. The Logistics Committee decided that IT is such a huge task, that they have requested that there be an IT

Committee be formed. Finance is also a big item, that this also be included with the Budget Committee. Discussion at the Logistics meeting and looking at the possibly of continuing contracts with current service providers for continuation of services. Communication between current and new operations will be key to success. Next Logistics meeting is September 18<sup>th</sup> at 6:30 at Valley View Library.

Budget Committee: Vanessa Zaputil

Recommendation made to Commissioners to authorize to pay Aquatic Manager and try to stay to lower end of the salary base. Discussion regarding the Executive Director salary and the additional work that will be required and how she will be compensated. Next Budget meeting, September 6, 2014 from 1-3 at the Burien Library. Discussion regarding the possibility of having the sub-committee meetings at Valley View Sewer district.

Hiring Committee: Jennafer Price-Cargill reported due to Kim McCoy not available

19 candidates, 11 made it through the minimum qualifications. 11 were asked to do a phone screening, out of the 11, 9 did phone screening. Jennafer did all phone screenings, 6 were recommended and 5 moved forward. 1 candidate is local and 4 are out of the area. Skype interviews to take place on September 9<sup>th</sup> and 11<sup>th</sup>. Committee members to review recordings of interviews and present their recommendation on September 23<sup>rd</sup> to the board. Steve Burke also to interview the candidates one on one to review their qualifications.

BUSINESS ITEM #3: Executive Director Report. Jennafer indicated that in 2015 she would really like to see TPAC be very involved with marketing and policies in 2015. TPAC members were in total agreement with future involvement regarding marketing and policies.

Vanessa made motion to adjourn, Jeri seconded.

Meeting adjourned 9:46

Next TPAC Meeting October 4, 2014